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CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OC-AMD Staff Notes

25X1
25X1

FROM:
C/OC-AMD

EXTENSION | NO.

DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. D/CO	31 AUG 1984	31 AUG 1984		
2. DD/CO	4 SEP 1984	4 SEP 1984		
3. OC-MLS	4 SEP 1984	5 SEP	seen	
4. OC-EXA	4 SEP 1984	4 SEP 1984		
5. OC/OL/IMC				Archiving
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 O - 411-632

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OC 10579-84

30 AUG 1984

MEMORANDUM FOR: Director of Communications

25X1

FROM: [redacted]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 20-24 August 1984

1. During the week, Panel N experienced a loss of 1 technician with no gains. Panel N is currently 32 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 6 technicians under strength. Panel MCD experienced a gain of 2 employees with no losses. The Panel is currently 64 employees over authorized ceiling. There are 92 EOD students in training, while 20 TCA personnel are in processing, preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 66 personnel under strength.

25X1

[redacted]

3. On invitation by AMD, Mr. Robert M. Glen, a management specialist from California, briefed the D/CO and DD/CO on the experimental grade/pay banding program in effect at the Navy Weapons Center, China Lake, Calif. Mr. Glen also made a formal presentation to the OC expanded staff meeting and entertained questions from the floor. In the afternoon, he spent several hours with the OC task force on banding. He provided valuable insight on several issues we are studying and he confirmed the potential for success of items we are proposing for the OC banding experiment.

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[redacted]

WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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SUBJECT: OC-AMD Staff Notes - 20-24 August 1984

4. In an effort to provide the D/CO with current promotion standings and headroom figures for second cycle promotions, Recruitment and Evaluation Section (RES) has originated a form memo to all Career Panel Chiefs. The memo addresses headroom figures available for the particular discipline of responsibility and requests that any concerns or notations regarding the rank order listing be brought to the attention of the D/CO.

5. To ensure new employees honor their OMS appointments for physicals, RES, in concert with the Communications School, will initiate a follow-up action for all new employees in OC.

6. C/CDTG spoke to the Agency recruiters at their annual
25X1 conference [redacted] on 22 August.

7. A special Urban Awareness Course to be conducted by
25X1 [redacted] for OC on 23-24 August was cancelled due to a
25X1 serious accident involving [redacted] It will be rescheduled at a later date.

8. Eighteen OC staff employees attended the Counseling Course held at the C of C building, 22-24 August. This is the third in a series of four courses scheduled by OTE exclusively for OC personnel this summer.

9. Approximately 36 new EOD students, Panels D and N, attended the Introduction to CIA conducted by OTE personnel 20-24 August. Their attendance marked the beginning of a new training program for new employees. Following this course, these students will attend
25X1 the newly designed OC orientation course to be held [redacted] 28-30 August. The students were enthusiastic about the program.

10. CS has activated the WANG 7550 system and the ICT terminal into Headquarters MAX. CS now has the necessary connections to
25X1 operate into DMS or MAX to provide training for the [redacted] network.

11. CS has exchanged ten KG-84 units with the later revision of KG-84A models. Two of the KG-84 units will be retained to meet training commitments.

25X1 [redacted]

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